

THE CPE REQUIREMENT

Background

Every credible program of professional certification has a mechanism to ensure that certified members remain current. In most cases, this is the Continuing Professional Education Unit (CPE). One 50-minute block of learning in a subject directly related to the technical field certified yields one CPE unit.

The CPE requirements stated under the Certified Defense Financial Manager (CDFM) Program apply to all CDFM certificants, whether employed full or part-time by a public or private organization, or self-employed. Eighty hours of CPE every 24 months is the standard across the area of financial management certification.

CPE requirements for the CDFM Program are not intended to add to the total requirement a certificant may have for another approved financial management certification. For example, if you are a Certified Public Accountant (CPA), the 80 hours of CPE you take for the CPA will also count fully for the CDFM. Likewise, if you are in the DoD FM Certification Program or maintain any of the financial management certifications listed in the appendix, the CPE are considered to overlap.

Compliance

Operating under the umbrella of the ASMC Pledge of Professionalism (see appendices), complying with the CPE requirements of the CDFM is the responsibility of the individual certificant. Carrying out this responsibility requires exercising sound professional judgment.

Individual CDFMs are responsible for: (1) seeking opportunities for appropriate CPE, (2) successfully completing CPE programs and activities, (3) maintaining documentation of the CPE hours completed and (4) monitoring their own progress toward meeting the CPE requirements.

The CPE requirements are based on the premise that all CDFMs should maintain and enhance their professional proficiency in defense financial management. As stated in the ASMC Pledge of Professionalism, we should “continuously strive to increase...professional knowledge and skills.” CDFMs will have wide latitude in selecting suitable CPE.

Record Keeping and Retention

Individuals are responsible for documenting their own CPE. ASMC members benefit from a handy CPE tracking tool available in their ASMC account; however, each individual may choose how they keep record of their earned CPEs. Certificants will be asked to self-certify that they have completed the 80 hours in order to complete the recertification process.

CPE units should be recorded and maintained in a log that is readily accessible to the certificant in case of audit. As such, CPE records should be maintained for a minimum of two years after recertification.

CDFM CPE Policy

Recertification Requirements

The CPE requirements stated under the CDFM program apply to all CDFM certificants, regardless of employment status. Recertification is a personal responsibility; a CDFM may or may not receive a notice from ASMC at the end of each certification cycle.

The Certification Commission (CC) has set forth 80 hours as the minimum number of hours of CPEs that CDFMs must complete every two years to maintain their CDFM certification, with a minimum of 20 CPEs earned in any one year.

CDFMs who later earn the CDFM-A continue with their original recertification cycle timeline. No additional CPE requirements are incurred for CDFM-A certificants.

CPE Carryover

Carrying over “extra” CPEs from one 24-month time period to the next is not permitted. The 80-hour requirement is the minimum number of hours of CPE that CDFMs should complete every 24 months. Extra CPEs are not transferable to a subsequent period.

Recertification Extensions

CDFMs who need more time to complete the required number of CPE hours for any certification cycle can apply for a 90-day extension to make up the deficiency and remit the recertification fee. However, the CPEs earned during this extension period cannot be counted toward the total required for the next certification cycle.

In addition to the 90-day extension period to earn the needed CPEs, an additional 30-day period is allowed for the CDFM to complete and submit the documentation. Furthermore, after the extension and additional 30-day documentation-preparation period has elapsed, the CDFM certification may be suspended if the certificant fails to meet the CDFM Program's CPE requirements. Certification Department staff will work with the individuals to assist them with remaining in the Program.

Certified Retired Status Exemption

Certificants who have requested and been approved for Certified Retired Status do not need to meet the CDFM CPE requirement or pay the recertification fee to maintain their status.

Requirement Exceptions

The ASMC Certification Department may grant exceptions to the CPE requirement if a reason such as foreign residency, ill health, maternity leave or military service prevents a certificant from fulfilling the full CPE requirement. The certificant should document the reasons for requesting an exception and submit it to the Certification Department for a determination. Situations in which subject matter expertise is needed will be referred to the Certification Commission for review. Documentation will be retained for an appropriate period of time.

The individual requesting an exception must demonstrate that an effort was made to satisfy the CPE requirement before or after the situation that makes the exception necessary. For example, if an exception situation arises in the 23rd month of the CDFM's 24 month certification period, the individual must demonstrate that he or she had completed a sufficient number of CPE hours that would have allowed the 80-hour requirement to be completed within the allowed timeframe. A CDFM is expected to obtain CPE hours throughout the two-year period and not “bunch” the hours in the final few months.

CDFM CPE Policy

Monitoring Compliance with CPE Requirements

To maintain CDFM certification, the Program requires that certificants pay the recertification fee and complete at least 80 hours of CPE in defense financial management topics or related subjects every 24 months.

ASMC will audit five to ten percent of CDFM recertifications, selected at random, to verify the CPE documentation. Those CDFMs selected for audit will be required to provide their CPE documentation electronically to the Certification Department. Situations in which subject matter expertise is needed will be referred to the Certification Commission for review. Feedback will be provided to the individual only if the review finds that the documentation does not meet the recertification requirements.

As part of a quality assurance program, ASMC may, on a random audit basis, request CPE documentation for verification. Individuals should maintain records for a minimum of two years after recertification to substantiate their statement of completed CPEs.

Suspension

A CDFM certification may be suspended if within three months of recertification date the recertification fee has not been paid or the certificant has indicated he or she has not earned the required CPE and has not furnished an adequate explanation.

Recourse Following Suspension for CDFM Certification

If a CDFM is suspended, the certificant has 30 days in which to file an appeal with the Certification Commission. The Commission shall decide each case on its individual merits. If the Commission votes to revoke the certification, then the certificant will be so notified. The decision of the Certification Commission will be final.

Revoked CDFM Certification

In the case of ethical violation, including violation of ASMC's Pledge of Professionalism or action discreditable to the CDFM Program, the Certification Commission reserves the right to revoke any certification. Due process will be taken in accordance with procedures established by the ASMC National Executive Committee, and penalties will be set accordingly. It is envisioned that such revocation be permanent and individuals so cited will not present themselves as CDFMs in any way, will remove any reference to the CDFM designation from their titles, and not reference CDFM on any statement or document of qualification.

Reinstating a Revoked CDFM Certification

If a certification has been revoked and a period of one year has elapsed, the former certificant may apply to retake the CDFM examinations. From that point, he or she will be treated as if applying for the CDFM Program for the first time.

APPENDIX A

ASMC PLEDGE OF PROFESSIONALISM

1. Be guided in all activities by loyalty to the highest principles always remembering that public office is a public trust.
2. Refrain from activities which are in conflict with the public interest or are discreditable to the Society, and to avoid activities which create the appearance of such conflict.
3. Exercise diligence, objectivity and integrity in professional activities, ever aware of the responsibility to eliminate improprieties.
4. Refrain from the transmission or usage, for personal gain or advantage, of information obtained in the professional environment.
5. Carefully earn and continuously protect my reputation for good moral character in comptrollership.
6. Recognize that professional example will influence associates and efficiency.
7. Recommend and initiate methods to enhance productivity and efficiency.
8. Continuously strive to increase my professional knowledge and skills to improve service and value to associates and the Society.
9. Extend the same consideration to the rights and interests of others that I seek for myself.
10. Respect the professionalism of fellow-members and work with them to promote the goals and programs of the Society.

APPENDIX B

**FINANCIAL MANAGEMENT CERTIFICATIONS
APPROVED FOR OVERLAPPING CPE COVERAGE**

Accredited Business Accountant (ABA)
Accredited in Business Valuation (ABV)
Certified Accounts Payable Professional (CAPP)
Certified Business Manager (CBM)
Certified Cost Consultant (CCC)
Certified Cost Estimator/Analyst (CCE/A)
Certified Forensic Accountant (Cr.FA)
Certified Fraud Examiner (CFE)
Certified Government Financial Manager (CGFM)
Certified in Financial Forensics (CFF)
Certified Information Systems Auditor (CISA)
Certified Internal Auditor (CIA)
Certified Management Accountant (CMA)
Certified Payroll Professional (CPP)
Certified Public Accountant (CPA)
Certified Quality Auditor (CQA)
Certified Treasury Professional (CTP)
DoD Acquisition Corps Certification
DoD Financial Management Certification
Forensic Certified Public Accountant (FCPA)

--And others, as appropriate. Please notify Certification Department staff to have your program verified and added to this listing.

APPENDIX C

TOPICS SUGGESTED FOR CDFM CPE CREDIT

- Accounting Principles & Standards
- Accounting Systems
- Analytical Procedures
- Assessment of Internal Controls
- Assessment of Management Controls
- Asset Management Systems Management
- Audit Methodologies
- Audit of Contract Compliance/Costs
- Audit Risk & Materiality Management
- Audit/Evaluation Standards
- Audit Readiness
- Budgeting
- Business Law Reporting
- Business Process Reengineering Supervision
- Compliance with Laws & Regulations
- Comptrollership
- Computer Science
- Computer Security
- Contracting and Procurement
- Cost Analysis
- Data Analysis
- Economics
- Electronic Data Processing
- Enterprise Risk Management & Internal Controls
- Evaluation Design
- Financial Auditing
- Financial Management Leadership
- Financial Management/Systems
- Financial Planning or Analysis
- Fiscal Law
- Financial Reporting
- Forecasts and Projections
- Fraud Detection & Prevention
- Industrial Engineering
- Information Resources
- Information Technology
- Interviewing Techniques
- Municipal Level Financial
- Operations Research
- Oral & Written Communications
- Pension Accounting
- Performance Measurement &
- Principles of Management &
- Productivity
- Program Planning & Evaluation
- Proposal Evaluation & Award
- Public Administration
- Public Finance
- Public Policy and Structure
- Quality Control
- Report Writing
- State Level Financial Management
- Statistical Methods
- Social Sciences
- Strategic Planning
- Taxation
- Working Capital Funds

APPENDIX D

CRITERIA FOR CPE CREDIT

Criteria for CPE Credit for Technical Subjects

The CDFM Program does not establish detailed criteria for CPE educational events. However, it does require that the CPE educational event contributes to the CDFM's professional proficiency and that CDFMs maintain documentation of the CPE completed.

To determine if programs contribute to professional proficiency and to facilitate documentation, the following criteria for CPE educational events may be considered, as appropriate.

1. An agenda or outline is prepared in advance and retained by the program sponsor that indicates the name(s) of the instructor(s); the subject(s)/topic(s) covered; the date(s) and length of the program; and, when appropriate, the program's learning objectives and any prerequisites.
2. Individuals qualified or experienced in the topic/subject matter develop the program.
3. The program is presented by an instructor or discussion leader who is qualified or experienced with respect to the program content.
4. Program materials are technically accurate, current, and sufficient to meet the program's learning objectives.
5. The program is reviewed, when appropriate, by other qualified or experienced individuals. The nature and extent of any review may vary depending on characteristics of the program.
6. Participants are required to register for the program.
7. Attendance records are maintained by the sponsoring organization.
8. Evaluations of the program are obtained from instructors and participants, when appropriate.
9. The program sponsor provides evidence of satisfactory completion (a certificate or transcript).

Topics, Programs & Activities That Qualify for CPE

Topics that qualify:

CPE programs include a wide variety of topics and subjects that may contribute to maintaining or enhancing the professional proficiency of some CDFMs, but not others. Therefore, the CDFM is ultimately responsible for determining whether a topic or subject qualifies as acceptable CPE for him or her.

CPE that would satisfy the CDFM program's requirement should be in defense or government financial management topics or related technical subjects applicable to defense/government financial management areas. Examples of such topics are in the appendix of this document. Determining what topics and subjects are appropriate for individual CDFMs to satisfy the CPE requirement is a matter of professional judgment to be exercised by the CDFM. Among the considerations in exercising that judgment are the CDFM's experience, the defense financial management area(s) in which they work and the responsibilities they assume in performing comptrollership and defense financial management functions.

Group programs such as:

1. Formal training programs (e.g., the Enhanced Defense Financial Management Training presented by an ASMC licensed training provider).
2. Internal training programs (briefings, lectures, courses, seminars and workshops).
3. Financial management organization staff/chapter meetings when a structured educational program is presented (that portion of the meeting where a structured educational program is used to brief staff on an accounting principle, auditing standard or budget function and demonstrate its applicability to their work). Informal discussions of current events in the financial management profession do not qualify for CPE hours.
4. University and college courses (credit and non-credit). Audited courses qualify if the course is related to financial management and is audited in full.
5. Education and development programs presented at conferences, conventions, meetings, seminars and workshops of professional organizations. For example, the American Society of Military Comptrollers (ASMC) annual Professional Development Institute (PDI) and education programs presented by ASMC local chapters.
6. Training programs presented by other financial management organizations, educational organizations, foundations and associations.
7. Preparation and delivery of briefings and work-related documents outside the scope of routine business.

Individual study programs such as:

1. Correspondence courses, self-study guides and workbooks.
2. Courses given through audiocassette tapes, videotapes and computers (e.g., ASMC's Internet-based courses).

CDFM CPE Policy

Other professional activities:

Activity such as serving as a speaker, instructor, or discussion leader at group programs (ASMC PDI) that qualify for CPE hours, publishing articles and books or developing CPE courses on topics and subjects that qualify for CPE hours and that contribute directly to the author's professional proficiency (e.g., writing an article published in The Armed Forces Comptroller) will all count toward your CPE requirement. Documentation of this type of activity, however, may be a challenge.

Programs, Activity Topics & Subjects That DO NOT Qualify for CPE Credit

1. On-the-job training.
2. Basic or elementary courses in topics and subjects in which the CDFM already has the necessary knowledge and skills and that served as the initial basis for qualification as a CDFM.
3. Programs that are not designed to maintain or enhance CDFMs' professional proficiency, but are designed for the general public, such as resume writing, improving parent-child relations, personal investments and money management and retirement planning.
4. Sales oriented programs that demonstrate office equipment.
5. Programs restricted to the financial management organization's administrative operations, such as how to prepare time and attendance reports or internal administrative reporting responsibilities.
6. Business sessions at professional organization conferences, conventions and meetings.
7. Participation as a member of a committee of a professional organization.
8. Preparation and presentation time for repeated presentations within the two-year period.
9. The key here is that you get the credit for preparation only once for preparing to teach the same lesson multiple times.
10. Conducting external quality control reviews.
11. Teaching university or college courses full-time, i.e., if the CDFM is a full-time instructor, the routine performance of his or her professional duties will not suffice as the sole source of continuing professional education.

CDFM CPE Policy

University & College Courses

Each semester hour credit equals 15 CPE hours and each quarter hour credit equals 10 CPE hours.

Instructing University & College Courses

Instructors for university or college credit courses shall receive CPE hours based on the number of credit hours the university/college gives a student for successfully completing the course (one 3-semester-hour credit course x 15 CPE hours per semester hour = 45 CPE hours). An instructor shall not receive CPE hours for teaching a course more than once within the two-year period unless the course was changed significantly. The maximum number of CPE hours that may be granted to an individual as an instructor under this paragraph should not exceed 40 hours for any two-year period.

Individual Study Programs

CDFM participants in correspondence or individual study programs shall be granted CPE hours when they satisfactorily complete the program. If programs are pretested by the vendor or sponsor CPE hours should be granted in an amount equal to the average completion time. For example, a CDFM who takes 800 minutes to complete an individual study program that has been pretested as having a 400-minute average completion time may only be granted 8 CPE hours (800 minutes x $\frac{1}{2}$ = 400 minutes divided by 50 minutes = 8 CPE hours).

Speaking or Instructing

Speakers, instructors (university/college noncredit courses) and discussion leaders at programs that qualify for CPE should receive CPE hours for preparation and presentation time to the extent the topic or subject matter contributes directly to their professional proficiency. One hour of CPE should be granted for each 50 minutes of presentation time, and up to two additional hours of CPE may be granted for advance preparation for each 50-minute segment of the presentation.

For example, a discussion leader could receive up to 21 hours of CPE for a presentation of 350 minutes (7 hours for presentation and 14 hours for preparation). An individual should not receive CPE hours for either preparation or presentation time for repeated presentations they make within the two-year period, unless the topic or subject matter involved was changed significantly. The maximum number of CPE hours that may be granted to an individual as a speaker, instructor, or discussion leader under this paragraph shall not exceed 40 hours for any two-year period.

Authorship

Articles, books, or CPE courses written by CDFMs on topics and subjects related to their expertise and/or work that contribute directly to professional proficiency shall qualify for CPE hours in the year they are published. One hour of CPE shall be granted for each hour devoted to writing articles, books, or course materials that are published. However, CPE hours for published writings shall not exceed 40 hours for any two-year period.

CDFM CPE Policy

Determining CPE Credits

A CPE hour may be granted for each 50 minutes of participation in programs and activities that qualify. It is common practice for instructors to give students a 10-minute break per hour, so 1 hour of training is typically 1 CPE.

Fractional hours may also be granted if appropriate. At conferences and conventions where individual presentations are less than and/or more than 50 minutes, the sum of the presentations should be considered as one total program. For example, two 90-minute, two 50-minute and three 40-minute presentations equal 400 minutes or eight CPE hours.

Sponsors of CPE programs should monitor their programs to accurately assign the appropriate number of hours. CDFM participants should receive CPE hours only for the actual time they attend the program. Preparation time for students participating in a CPE program is not counted.

CPE Documentation

The CDFM is responsible for maintaining documentation of the CPE hours completed. He or she is encouraged to use a personal log in which to maintain the documentation. The records should include the following information for each CPE program or activity attended or completed:

1. The sponsoring organization (e.g., ASMC National Office or local chapter, or other organization),
2. The location at which the program was given (e.g., Holiday Inn, Rosslyn, VA),
3. The title of the program and a brief description of its contents (e.g., 5th Annual Professional Development Institute: Current Issues Affecting Defense Financial Management Operations),
4. The dates attended for group programs or dates completed for individual study programs (e.g., February 13-14, 2016),
5. The number of CPE (e.g., 14 CPE), and
6. Evidence of attendance or completion. This might include the following:
 - a. Record of the grade received for a university or college credit course.
 - b. An outline and evidence of attendance or of having been the instructor or discussion leader from the program sponsor.
 - c. Evidence of completion from the program sponsor (e.g., PDI CPE certificate, letter of completion).
 - d. A copy of the published article or training course.

APPENDIX E

CPE CONVERSION

CEU Defined

The International Association for Continuing Education and Training (IACET) defines a Continuing Education Unit (CEU) as “10 contact hours (60-minute hours) of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. Instructional hours do not include time involved in coffee breaks, meals, social activities or business and committee meetings. CEUs are not measures of academic credit.”

CET Defined

One CEU (see definition above) equals 10 Continuing Education & Training (CET) units. Each course hour credit is equal to one CET hour.

CLP Defined

One CEU (see definition above) equals 10 Continuous Learning Points (CLP). One CLU equals 60 contact minutes of instruction.

CLU Defined

One CEU (see definition above) equals 10 Continuous Learning Units (CLU). One CLU equals 60 contact minutes of instruction (not including time involved in breaks, meals, social activities or business and committee meetings).

CPE Defined

One CPE equals 50 contact minutes of instruction.

Conversion to CPE

1 training hour (60 contact minutes) = 0.1 CEU = 1 CET = 1 CLP = 1 CLU = 1.2 CPE

To convert CET/CLP/CLU to CPE, multiply CET/CLP/CLU by 1.2

$$\underline{\quad} \text{ CET/CLP/CLU } \times 1.2 = \underline{\quad} \text{ CPE}$$

To convert CEU to CPE, multiply CEU by 12

$$\underline{\quad} \text{ CEU } \times 12 = \underline{\quad} \text{ CPE}$$